

# SAMPLE INTERIM MINISTRY COVENANT

This covenant between the Rev. \_\_\_\_\_ and \_\_\_\_\_ Church of \_\_\_\_\_  
\_\_\_\_\_ is effective beginning \_\_\_\_\_, 20\_\_\_\_.  
(city and state)

## Responsibilities and Duties

The Interim Pastor shall:

1. NOT be a candidate for the settled pastor position
2. Intentionally lead the congregation through the congregation's Developmental Tasks:
  - A. Coming to terms with the congregation's history
  - B. Discovering the congregation's new identity
  - C. Managing leadership shifts
  - D. Strengthen denominational links
  - E. Becoming committed to a new future
3. Fulfill the normal duties of a pastor including:
  - A. Lead and preach in the congregation's worship services
  - B. Administer church business and oversee the church staff
  - C. Work with the congregation's governing body and its program committees
  - D. Oversee the preparation of worship bulletin and newsletter
  - E. Visit members who are hospitalized, homebound, and nursing facility residents
  - F. Conduct funerals for members and friends of the congregation
  - G. Officiate at weddings for members and friends of the congregation
  - H. Provide counseling and make appropriate referrals
  - I. Teach confirmation/ new member class for youths and adults
  - J. Maintain a collegial relationship with the area clergy association
  - K. Provide counsel to the Pastoral Search Committee only when requested and focused only upon the process, not upon potential pastors

The congregation shall:

1. Commit to the process of self-study by working through the Developmental Tasks
2. Seriously consider implementing programs suggested by the Interim Pastor
3. Actively pursue the calling of a settled pastor
4. Function as the "Body of Christ," making visits to worship guests, members in hospitals nursing facilities, homebound, and inactive members
5. Maintain education, mission, music, and other ministries of the congregation
6. Continue to provide staff support
7. Support the involvement of the Interim Pastor in denominational activities, clergy associations, and Interim Ministers' Support Groups
8. Provide resources for professional consultation with specialists, when needed, in order to assist the Interim Pastor in accomplishing the goals of interim ministry

## Accountability

The Interim Pastor shall:

1. Be accountable to the \_\_\_\_\_ (governing body) through the \_\_\_\_\_ (i.e. Elders) and ultimately to the congregation for the successful completion of duties
2. Maintain ministerial standing in his/her denomination

The congregation shall:

1. Support the leadership of the Interim Pastor in the congregation and community
2. Inform the Interim Pastor regularly of the progress the Pastoral Search Committee is making in preparing to call a settled pastor

**Compensation**

	<u>Annually</u>	<u>Monthly</u>
	\$	\$
1. Salary (including Social Security offset)		
2. Housing Allowance (including utilities) and/or use of parsonage (including utilities)		
3. Medical (and dental) Insurance		
4. * Rezash Fund (2% of above items 1&2)		
5. Pension (14% of above items 1&2)		
6. Disability Insurance		
TOTAL	\$	\$

**Expenses** (reimbursement, not compensation)

7. Continuing Education		
8. Professional Expenses		
9. Mileage @ IRS allowable rate		
TOTAL	\$	\$

\* Rezash Fund is a special support fund for Interim Ministry in the UCC Ohio Conference and Disciples Ohio Region. See Interim Ministry Guidelines for further information. The Interim Minister matches the congregation's 2% payment to the Rezash Fund.

10. The congregation shall pay moving expenses as necessary and appropriate.
11. Paid vacation: one week for each 3 months of service, or 2½ days per month served.  
*NOTE: When an Interim Pastor is serving a great distance from his/her home, negotiation of "family time," in addition to vacation time, is encouraged.*
12. One week of Continuing Education time for each 6 months of service.
13. Due to the itinerant nature of interim ministry, if the Interim Pastor does not have a call at the completion of the interim, he/she may wish to negotiate a severance equal to one month's income (numbers 1-5 above).
14. If the church does not provide Disability Insurance, the Interim Minister may wish to add a disability and death clause. This is suggested as "up to 3 months salary, housing, Social Security, and medical (dental) insurance (1-4 above) until the disability or death benefit through the Pension Program begins to pay.
15. It may be advantageous for the Interim Pastor to negotiate a Tax Deferred Annuity.

**Renewal and Termination**

This covenant is initially in effect for six months and is renewable in three-month increments, as appropriate and agreeable to both parties, following evaluation.

Either party may terminate this agreement with a thirty-day (30) notice.

Changes in the above covenant may be negotiated between the Interim Pastor and the \_\_\_\_\_ (i.e. Elders) of the congregation.

\_\_\_\_\_  
*Interim Pastor*

\_\_\_\_\_  
*date*

\_\_\_\_\_  
*Congregational Representative*

\_\_\_\_\_  
*date*

\_\_\_\_\_  
*Association/ Regional Representative*

\_\_\_\_\_  
*date*